



CAREER EXECUTIVE ASSIGNMENT

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

EXAMINATION ANNOUNCEMENT

DEPARTMENT: CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

POSITION TITLE: CEA 2, CHIEF, FINANCIAL MANAGEMENT AND CONTRACTS BRANCH
ADMINISTRATION DIVISION

SALARY: \$7302 - \$8051

FINAL FILE DATE: APRIL 3, 2006

DUTIES AND RESPONSIBILITIES

Under the general direction of the Deputy Director, Administration, the CEA plans, organizes and directs the activities of the Financial Management and Contracts Branch, which includes the Budget Bureau, the Contracts and Financial Analysis Bureau, the County Allocation Unit and the Information Technology Fiscal Review Unit. The CEA serves as the Chief Financial Management adviser to the Executive Staff of the Department; develops and recommends departmental fiscal management policies such as budgeting, county and state cost allocation systems; and recommends approval or disapproval of proposed program changes according to the availability of fiscal resources. The CEA provides planning, policy direction, and goals for the Branch to ensure the effective development and implementation of policies necessary for the effective administration of financial planning, budgeting, administrative cost control, and information service activities for the Department.

The CEA will be responsible for providing leadership and direction to the Financial Management and Contracts Branch of the California Department of Social Services, and provides direct supervision to management of the Budget Bureau, Contracts Bureau, the County Allocation Unit and the Information Technology Fiscal Review Unit.

EXAMINATION INFORMATION

The examination process will consist of a designated screening committee established to screen the application and one-page summary of qualifications. The minimum qualifications and desirable qualifications

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EXAMINATION INFORMATION (CONTINUED)

listed on this bulletin will be used to screen the application and one-page summary of qualifications. Therefore, it is critical that each applicant includes specific information on how his/her background, knowledge and abilities meet the minimum qualifications and desirable qualifications. Based on the screening committee's evaluation of the competitive group, examination interviews will be conducted with the most qualified candidates. A qualifications appraisal panel will ask qualified applicants a number of predetermined, job-related questions. It is anticipated that examination interviews may be held in **April/May 2006**. Candidates will be ranked competitively, and each candidate will be notified in writing of his/her examination results. The results of this examination may be used to fill subsequent vacancies for this position within twelve months or longer, or a new examination may be scheduled. Candidates in the top three ranks may be invited to a hiring interview.

MINIMUM QUALIFICATIONS

Applicants must meet the following qualifications:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code 18992.

DESIRABLE QUALIFICATIONS

Applications will be screened on the basis of knowledge, experience and potential to meet the following desirable qualifications:

- a. Knowledge of the organization and functions of the California Department of Social Services, particularly those of the Administration Division.
- b. Experience and expertise working in a fiscal/financial organization which is responsible for state budgeting, information services, and administrative policies for county operations.
- c. Knowledge of policy development and execution of contracts.
- d. Administrative experience in dealing with officials at the Federal, State, County, and local levels.
- e. Ability to provide policy guidance and direction in the area of administrative expenditure control for county administration of welfare and social service programs.
- f. Ability to direct the development of legislative proposals and the review and analysis of legislation affecting the financial planning area.

SEE NEXT PAGE FOR ADDITIONAL INFORMATION

DESIRABLE QUALIFICATIONS (Continued)

- g. Ability to effectively represent the Department in meetings/negotiations with the Department of Finance, the Legislative Analyst's Office, the members and staff of the California State Legislature, and representatives of Federal Agencies.

In addition, applicants must demonstrate the ability to perform high level administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- (1) Knowledge of: the organization and functions of California State government including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; human resources management techniques; the Department's Equal Employment Opportunity objectives; and a manager's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity objectives.
- (2) Ability to: plan, organize and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's Equal Employment Opportunity objectives.

The knowledge and abilities indicated above for the **CEA 2** level are expected to be obtained from the following kinds of experience which may have been paid or volunteer, in State service, other government settings, or in a private organization:

Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

All interested applicants must file each of the following documents:

- 1. An Application for Examination (STD 678), specifying which examination you are applying for**
- 2. AND a one-page summary of qualifications identifying major accomplishments and experience that specifically demonstrates competitiveness for this examination.**

NOTE: Resumes are optional and **do not** take the place of the one-page summary of qualification.

Send these documents to: California Department of Social Services
Personnel Bureau, Exam Unit
744 P Street, MS 15-59, Room 1516
Sacramento, CA 95814

Applications must be postmarked **no later than** the final file date of **April 3, 2006**. Applications postmarked, personally delivered, or received via interoffice mail after the final file date will not be accepted for any reason.

Questions concerning the exam process should be directed to Estela Hernandez at (916) 654-9563.

Questions regarding the position should be directed to Nancy Lee at (916) 657-2598.